

## CITY OF FALLS CHURCH

### RECORDS REQUEST -- VIRGINIA FREEDOM OF INFORMATION ACT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*For office use: Request Received: \_\_\_\_\_ End Date: \_\_\_\_\_

I am requesting the following records:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This will acknowledge receipt of your FOIA request noted above. In accordance with the Act, the timing for response begins the day after receipt of the request, allowing for five (5) business days to complete the search. In the event the search will require more time, the Act provides for an additional seven (7) days time.

#### **CHARGES.**

- Pursuant to Virginia Code §2.2-3704 and our established practices, the cost of making copies is (\$0.15) per b/w copy and (\$0.25) per color copy; and the hourly rate for staff to search for records and to make copies is **\$25.00/hour**. Copies made by an outside vendor are likely to cost more. Oversized copies may cost \$3.50 per page, particularly if they are in color. Additionally, if the cost of producing records is likely to exceed \$200, you will be requested to make a deposit not to exceed the amount of a advance determination. The deposit shall be credited toward the final cost of supplying the requested records.
- In addition to charges for staff time and for copying, charges may be incurred for retrieving records from off-site storage. If electronic records are no longer available, there may be an additional charge for retrieving them from IT archives, if available.

I understand the process for FOIA requests and the potential charges involved.

\_\_\_\_\_  
(Requestor Signature)